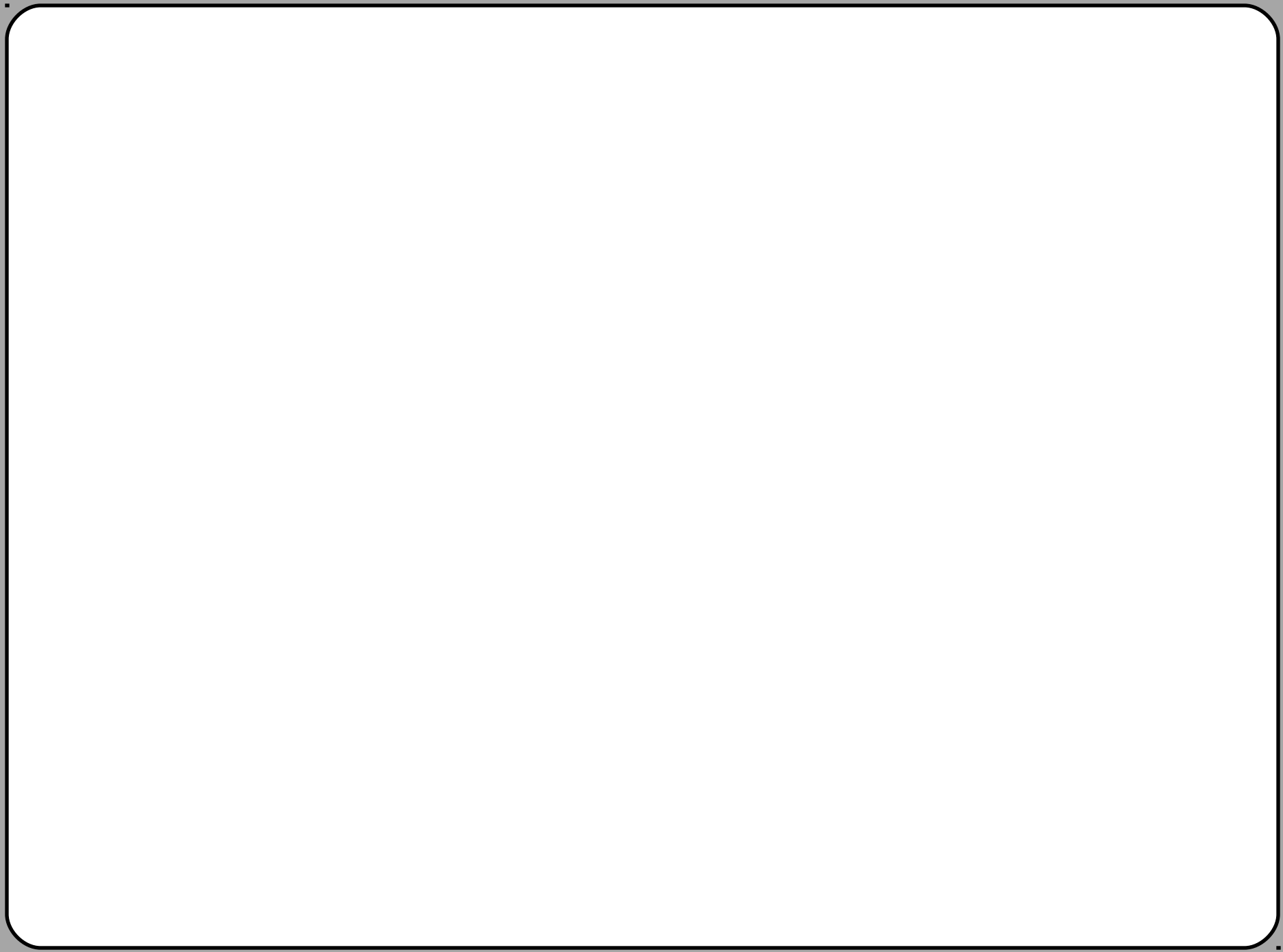


# Temporary Additional Duty



FMOC-0801 FWOC-0102

Rev 18APR12



# Temporary Duty Orders

# **Temporary Duty is.....**

.....duty at one or more locations,  
under orders, somewhere other than the  
member's Permanent Duty Station (PDS)

# These can include.....

1. Ordered from PDS to TDY site(s) and return to PDS
2. PDT orders to go TDY prior to reporting to new PDS



\*Generally, TDY orders are less than six months in length.

# Competent Orders.....

.....are issued or approved by CMC or Commanders authorized by the CMC to issue or approve travel orders.



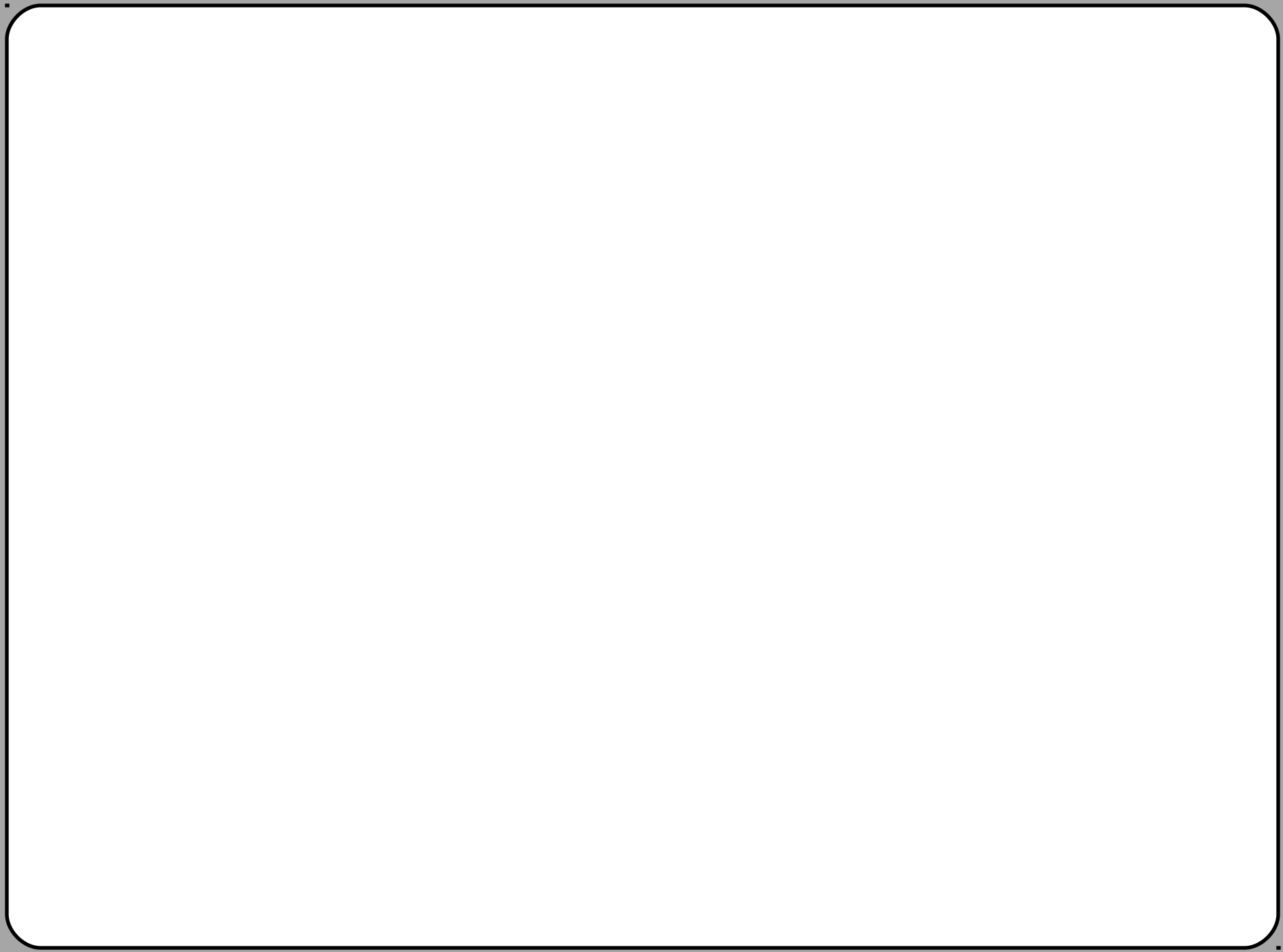
# **Four Main types.....**

**1. WRITTEN**

**2. VERBAL**

**3. TELEPHONIC**

**4. MESSAGES**





# **Travel Orders & Endorsements Required**

# Travel Orders

## REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL

(Reference: Joint Travel Regulations (JTR), Chapter 3)

(Read Privacy Act Statement on back before completing form.)

### 1. DATE OF REQUEST

(YYYYMMDD)

1

### REQUEST FOR OFFICIAL TRAVEL

2

NAME (Last, First, Middle Initial)

3

SOCIAL SECURITY NUMBER

4

POSITION TITLE AND GRADE/RATING

5. LOCATION OF PERMANENT DUTY STATION (FDS)

6. ORGANIZATIONAL ELEMENT

7. DUTY PHONE NUMBER

(Include Area Code)

8

TYPE OF ORDERS

9. TDY PURPOSE (See JTR, Appendix

10

a

APPROX. NO. OF TDY DAYS  
(Including travel time)

10

b

PROCEED DATE  
(YYYYMMDD)

ITINERARY

☐ VARIATION AUTHORIZED

11

12. TRANSPORTATION MODE

# Travel Orders

## 12. TRANSPORTATION MODE

a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one)
										RATE PER MILE: _____
										<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR

13. ☐ a. PER DIEM AUTHORIZED IN ACCORDANCE WITH \_\_\_\_\_ ☐ b. OTHER RATE OF PER DIEM (Specify) \_\_\_\_\_

## 14. ESTIMATED COST

a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL	15. ADVANCE AUTHORIZED
\$	\$	\$	\$	\$

16. REMARKS (Use this space for additional information, such as travel restrictions, etc.)

# Travel Orders

16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)

16

17. TRAVEL-REQUESTING OFFICIAL (Title and signature)

18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature)

## AUTHORIZATION

19. ACCOUNTING CITATION

19

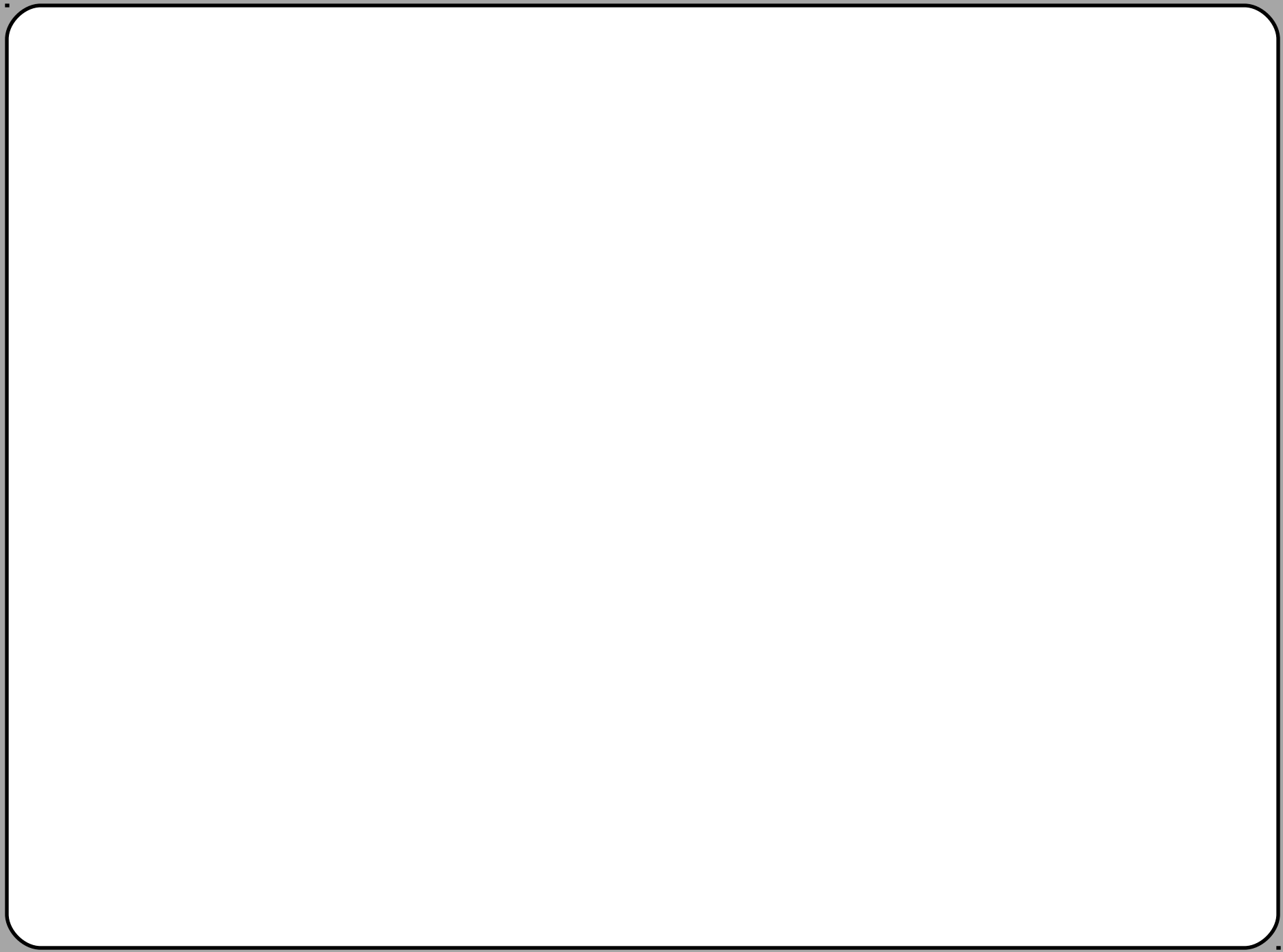
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)

21. DATE ISSUED (YYYYMMDD)

20

22. TRAVEL ORDER NUMBER

22



# **DD 1351-2**

## **Required Traveler Information**

# 1351-2

## TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. **PRESS HARD. DO NOT** use pencil. If more space is needed, continue in remarks.

### 1. PAYMENT

<input checked="" type="checkbox"/>	Electronic Fund Transfer (EFT)	<input type="checkbox"/>	Split Disbursement: Amount to Government Travel Charge Card
<input type="checkbox"/>	Payment by Check	\$	

2. NAME (Last, First, Middle Initial) (Print or type)

3. GRADE

4. SSN

5. TYPE OF PAYMENT (X as applicable)

6. ADDRESS. a. NUMBER AND STREET

b. CITY

c. STATE

d. ZIP CODE

☐ TDY

☐ Member/Employee

☐ PCS

☐ Other

☐ Dependent(s)

☐ DLA

e. E-MAIL ADDRESS

7. DAYTIME TELEPHONE NUMBER & AREA CODE

8. TRAVEL ORDER NUMBER

9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES

10. FOR D.O. USE ONLY

a. D.O. VOUCHER NUMBER

b. SUBVOUCHER NUMBER

c. PAID BY

11. ORGANIZATION AND STATION

12. DEPENDENT(S) (X and complete as applicable)

☐ ACCOMPANIED

☐ UNACCOMPANIED

a. NAME (Last, First, Middle Initial)

b. RELATIONSHIP

c. DATE OF BIRTH OR MARRIAGE

13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)

# 1351-2

Date  
action

occurred

## Modes of Travel

1<sup>st</sup> Character

1

5

Character

2<sup>nd</sup>

"T" Transportation Request

Auto

"G" Government

Bus

"C" Commercial

Motorcycle

"P" Private

Plane

"R" Rail

"V" Ves

"A"

"B"

"M"

## Reason for Stops

"AT" Awaiting

Transportation

"LV" Leave En-route

"MC" Mission Complete

"AD" Authorized Delay

"TD" Temporary Duty

14. HAVE HOUSEHOLD GOODS BEEN SHIPPED?

(X one)

YES

NO (Explain in Remarks)

c.  
MEANS/  
MODE OF  
TRAVEL

PA

PA

d.  
REASON  
FOR  
STOP

TD

MC

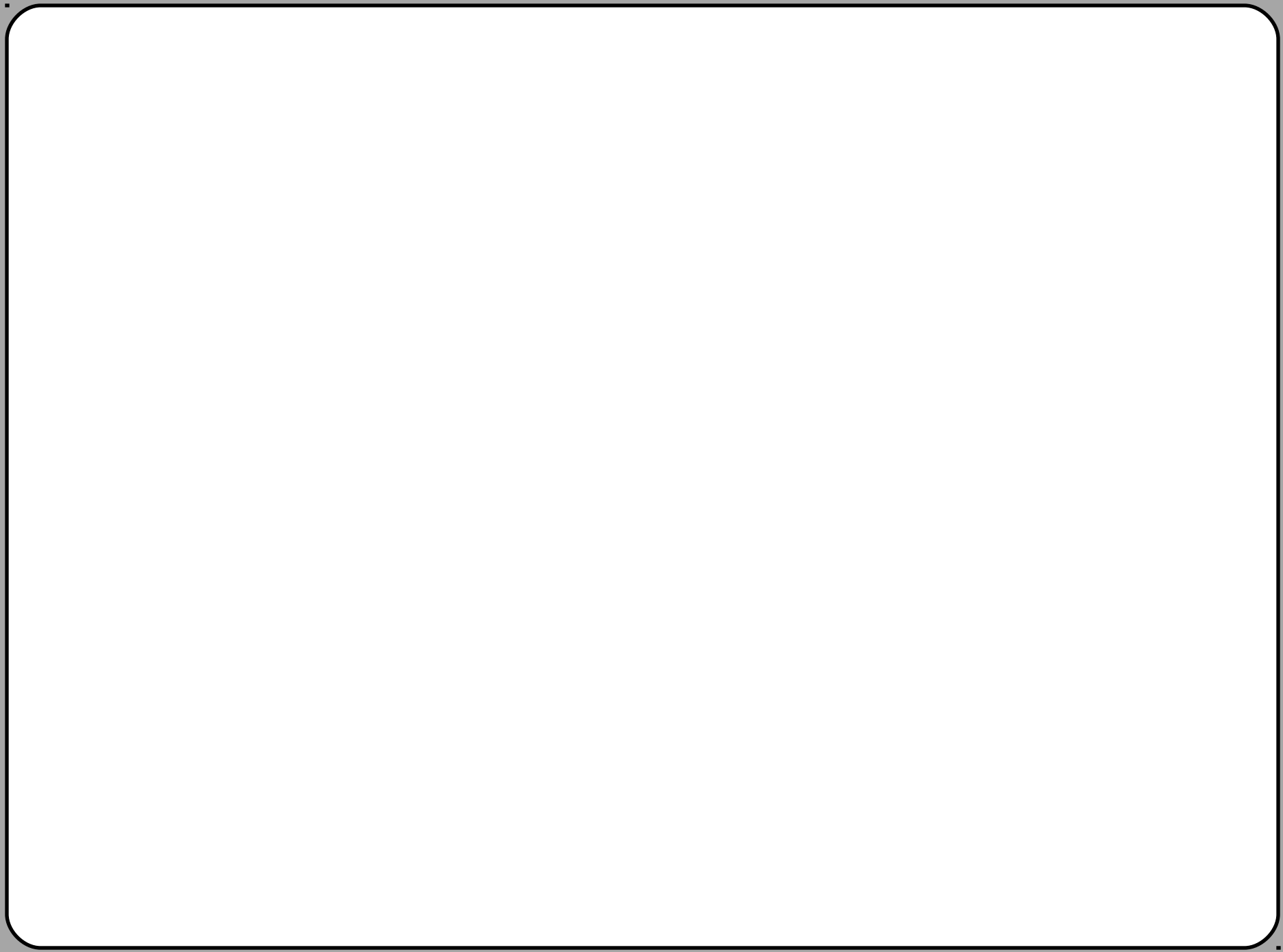
e.  
LODGING  
COST

f.  
POC  
MILES



# 1351-2

16. POC TRAVEL (None)		OWN/OPERATE	PASSENGER	17. DURATION OF TRAVEL		(4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due	
18. REIMBURSABLE EXPENSES				12 HOURS OR LESS			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	MORE THAN 12 HOURS BUT 24 HOURS OR LESS			
				MORE THAN 24 HOURS			
19. GOVERNMENT/DEDUCTIBLE MEALS							
a. DATE		b. NO. OF MEALS		a. DATE		b. NO. OF MEALS	
20. CLAIMANT SIGNATURE						b. DATE	
20. REVIEWER'S PRINTED NAME			d. SIGNATURE			e. TELEPHONE NUMBER	
21. APPROVING OFFICIAL'S PRINTED NAME			b. SIGNATURE			c. TELEPHONE NUMBER	
						d. DATE	
22. ACCOUNTING CLASSIFICATION							
23. COLLECTION DATA							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER/ AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
						28. AMOUNT PAID	



# Travel Status

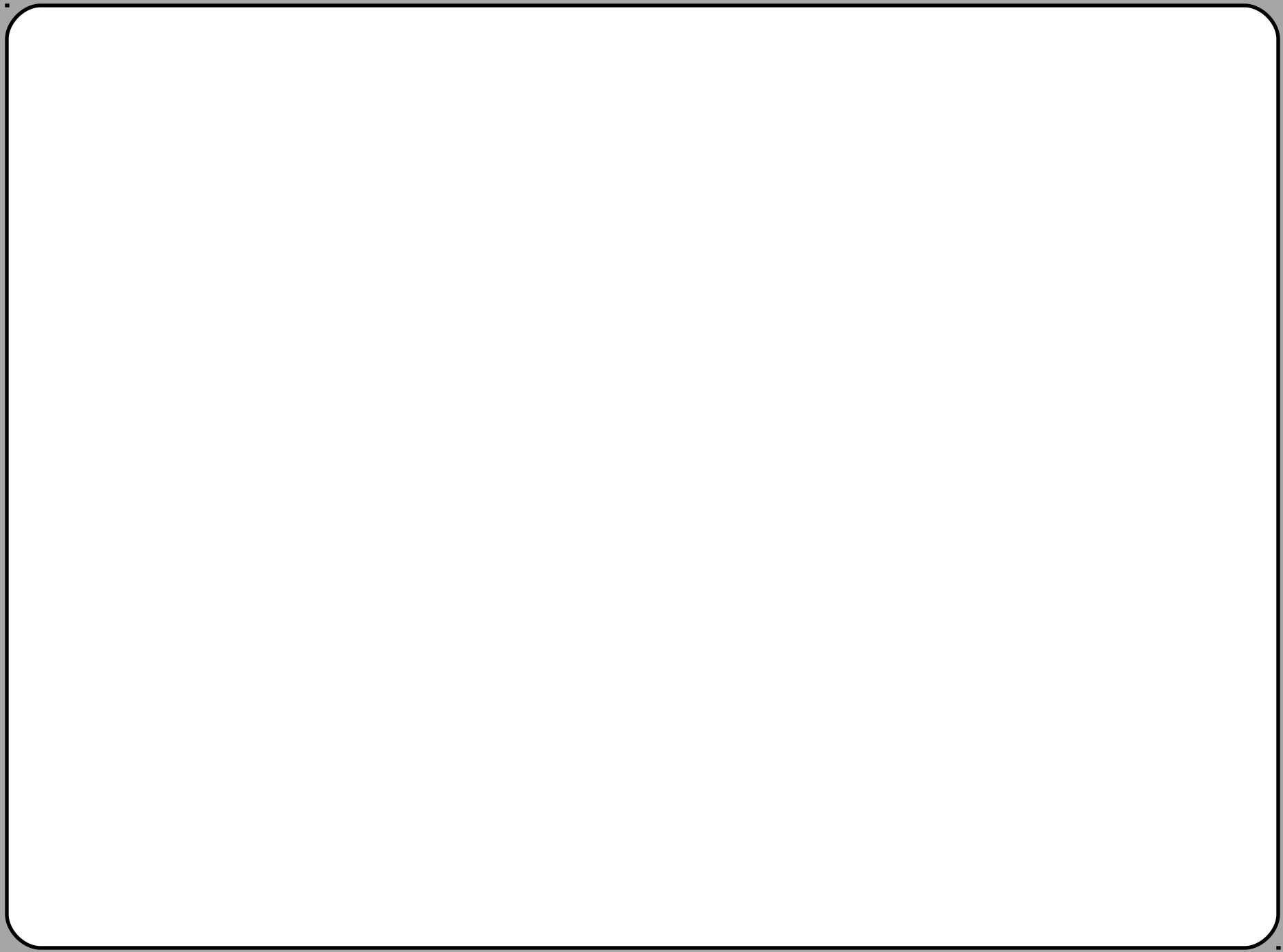
# **In a travel status when....**

1. Performing travel away from their PDS
2. During all periods of necessary delay in route
3. During all periods of TDY

## travel status ....

**Commences** At the time the traveler leaves his/her home, office or PDS, whichever occurs **last**

**Terminates** At the time the traveler returns to his/her home, office or PDS, whichever occurs **first**



# Travel Time

# Allowable Travel Time.....

.....will be determined by mode of travel directed/authorized.





# **Mode of travel .....**

.....directed is available, but not utilized:

P/D will be paid for the travel time not to exceed the travel time if the directed mode had been used.

# Mode of travel .....

.....directed is not available:

P/D paid will not exceed the amount paid using the usual route by air or surface common carrier, whichever is more advantageous to the government.



# Travel by.....

.....Privately Owned Conveyance:

Traveler rates 1 day of travel for every 350 miles driven (1<sup>st</sup> day is 400)



# POV authorized as.....

..... more advantageous to the Government:

P/D allowances  
travel  
time required.

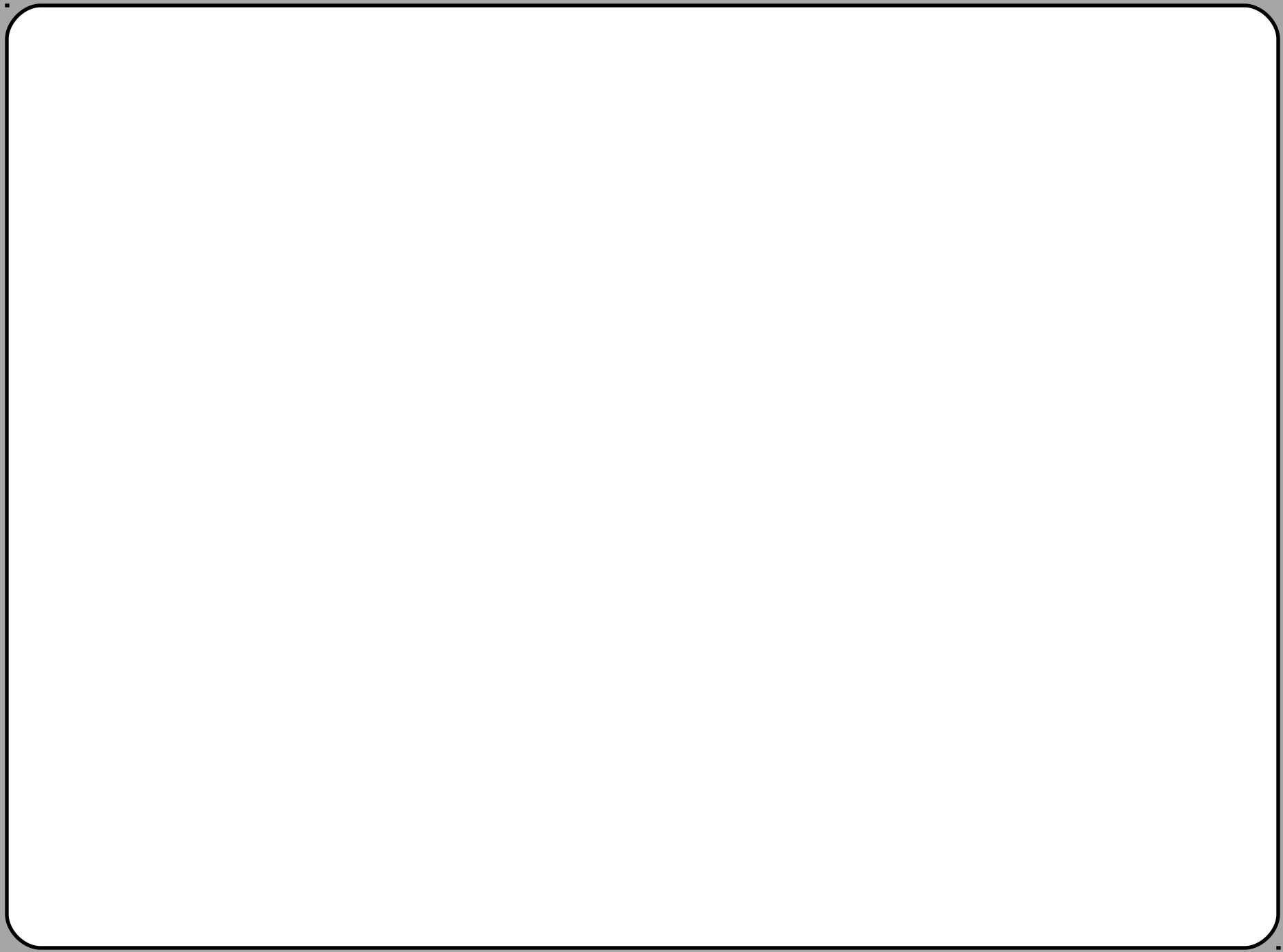


# POV is used for.....

..... the convenience of the Traveler:

P/D allowances will not exceed the amount paid to utilize the directed mode







# Official Distance

# Official Distance

..... have been computed over the shortest, most traveled highway routes.





# Official Distance

Computing distances will be accomplished by using Defense Table Of Distances (DTOD) in the Integrated Automated Travel System (IATS)

The screenshot shows a Windows-style application window titled "Query DTOD". The window has a blue title bar with standard minimize, maximize, and close buttons. Below the title bar, the status bar displays "UserID: SYSTEM" on the left and "Friday, October 07, 2011" on the right. The main content area is titled "DTOD Query" and contains a checkbox labeled "Travel is in the DTOD's North American region:" which is checked. Below this, there are two input fields: "Departure Location:" and "Arrival Location:". Each field has a "Search" button to its right. Below the input fields are two large, empty rectangular boxes. At the bottom of the main content area, there is a "Travel Distance:" label and a text input field, followed by a "Lookup" button. At the very bottom of the window, there are two buttons: "Done" and "Help". A status bar at the bottom of the window contains the text "Enter the Departure DTOD location."

# IATS

IATS automates the entire travel claims process to include the following major functions:

- a. Tracking in-coming requests
- b. Issuance of travel advances
- c. Computation of settlement requestsd.
- d. Disbursement capability to produce US Treasury checks

# IATS

e. Disbursement capability via Electronic Funds Transfer (EFT)

f. History of all travel transactions

g. Debt management

h. Interfaces to Accounting, Budget, Disbursing, and Personnel systems

i. Interfaces with electronic mail

# Official Distance

Boston, MA to Yuma, AZ miles

MCAS Miramar, CA to Paterson, NJ miles

Camp Lejeune, NC to San Jose, CA miles

Camp Lejeune, NC to Quantico, VA miles

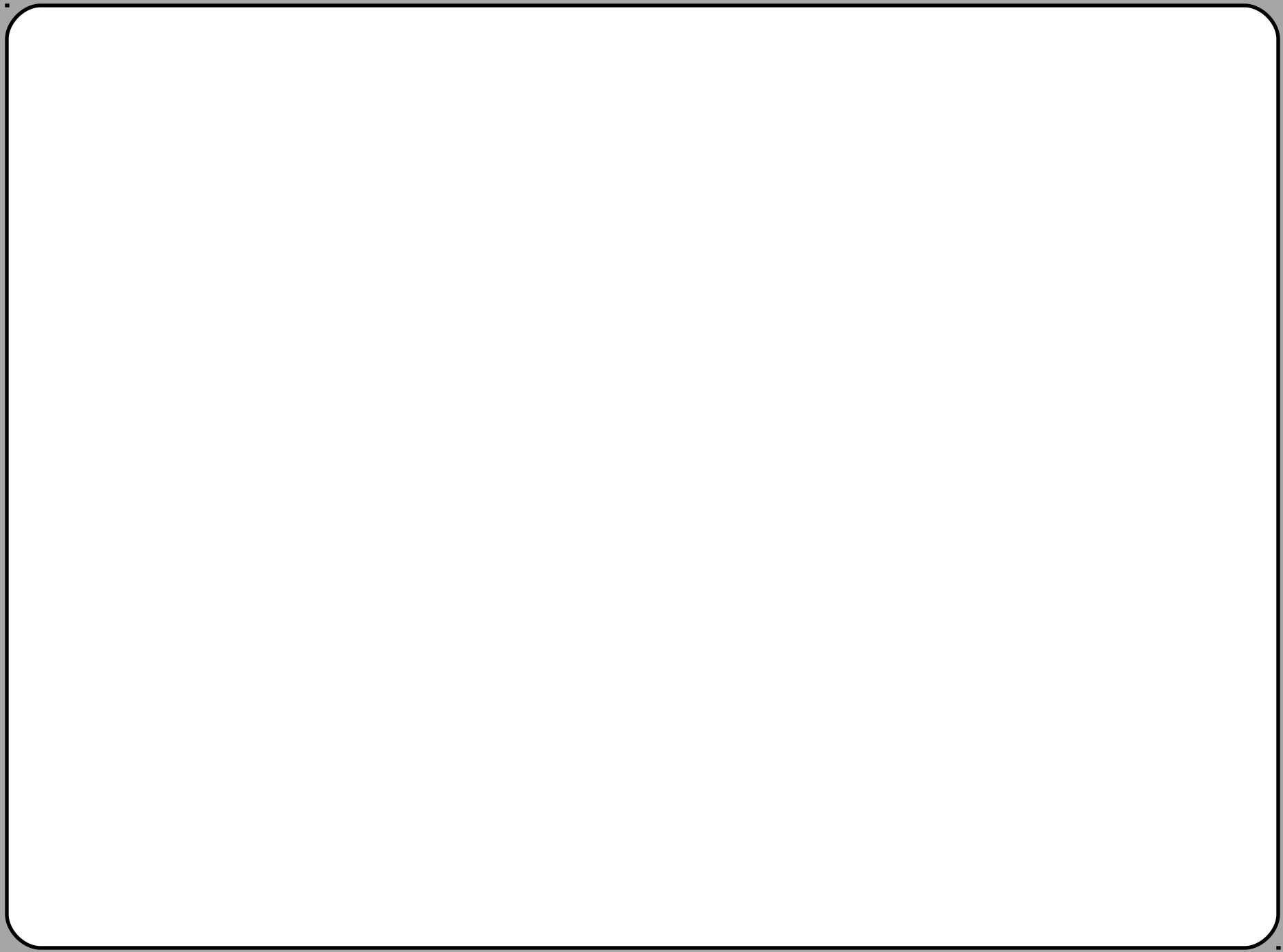
# Official Distance

MCAS Cherry Point, NC to Fort Bragg, NC      miles

Camp Lejeune, NC to Yuma, AZ  
miles

Camp Smith, HI to MCAS Kaneohe Bay, HI      miles

San Juan, PR to Mayaguez, PR  
miles



# **Transportation Entitlements**

# Transportation Entitlements

Reimbursement for Actual Cost:

Government transportation is **NOT** available and the traveler procures transportation at own expense

Member would be reimbursed for actual cost of transportation



# Transportation Entitlements

Must have  
supporting  
documents  
ie.....receipts!!!



# Transportation Entitlements

Travel directed by Government Conveyance:

Government transportation was provided but not used....

.....reimbursement for actual cost is limited to directed mode.

# Transportation Entitlements

Monetary Allowance in Lieu of  
Transportation (MALT):

When POC is used as more advantageous to the  
Government, member receives:

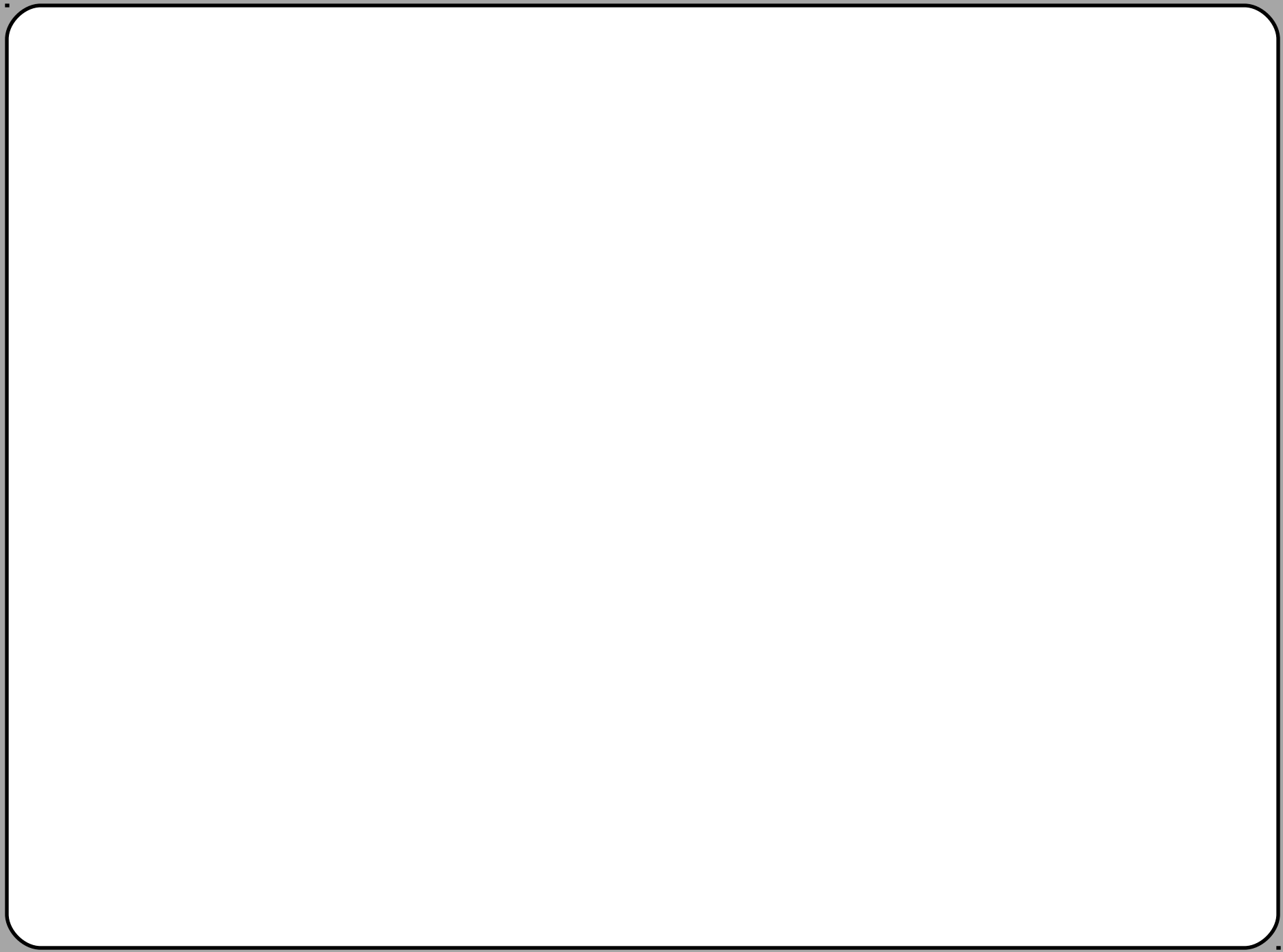
POV - \$.555 per mile

Motorcycle - \$.525 per mile

# Transportation Entitlements

When use of POC is NOT more advantageous to the government, the traveler is entitled to the lesser of the following:

1. Malt for the distance of ordered travel, for actual time or constructive time whichever is less, plus P/D or.....
2. Cost of TR, plus P/D



# **Leave Taken in Conjunction with TDY**



# Leave taken during TDY

If a member takes more days than authorized to perform the TDY, the remaining days are charged as leave



# Leave taken during TDY

Reporting TDY leave will appear on Diary as:

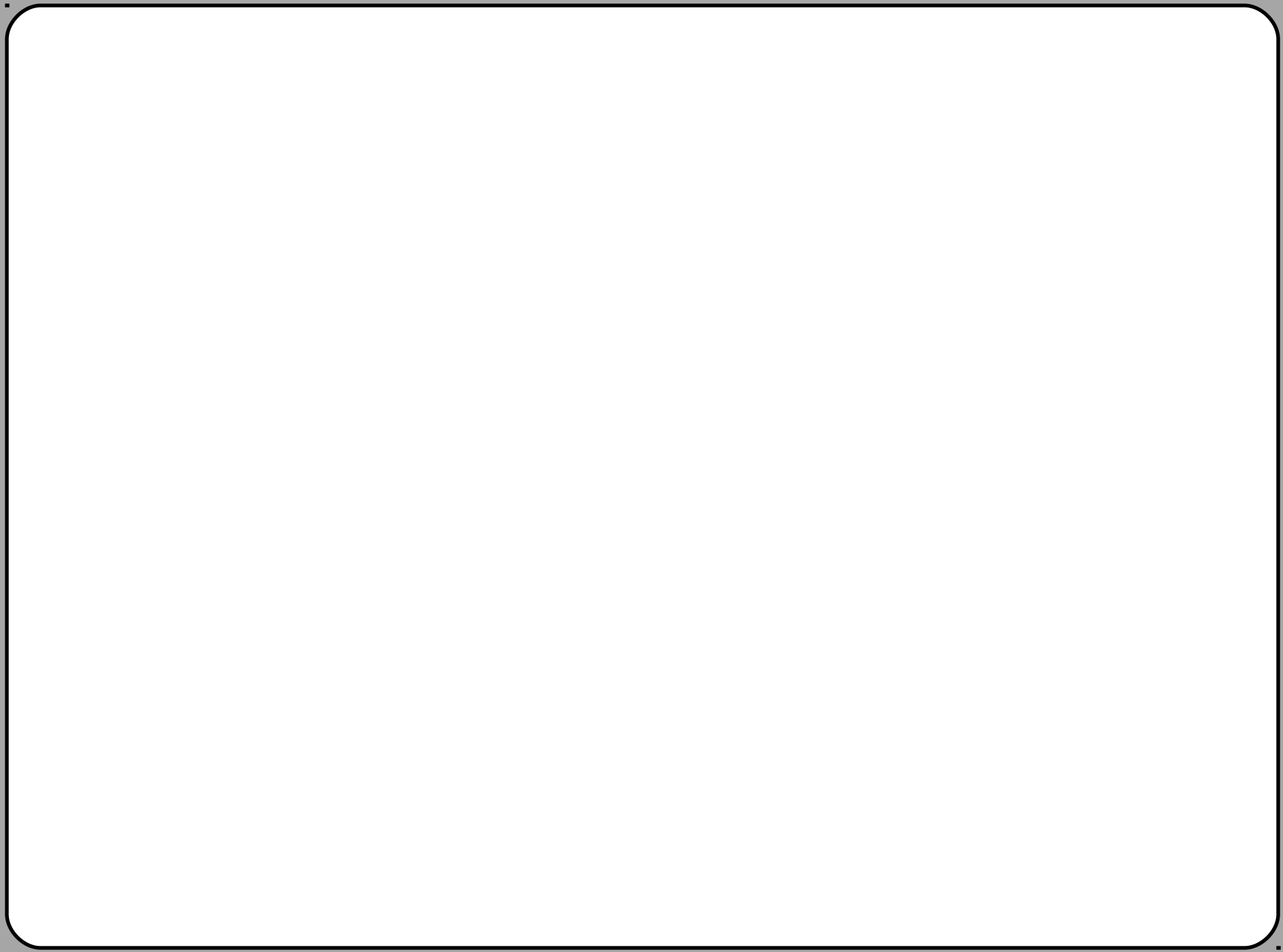
TTC 521 000 STRT TAD LV - (1) (2) | (3)

(1) Eight digit date leave began

(2) Two digit number of days leave taken  
(01, 15)

(3) Eight digit date of return from TDY, or  
arrival at TDY site





# **Reimbursable Expenses**

# Reimbursable Expenses

Transportation to/from Carrier Terminals:

Commercial Auto: Taxi, bus, subway, airport limo are authorized for reimbursement.

POC: Owner/operator will receive \$.555 per mile plus parking fees.

Ferry, road, bridge and tunnel tolls are also reimbursed.



# Reimbursable Expenses

## Allowable Tips:

- Train Attendants – Cannot exceed \$1.00 each calendar day
- Baggage Handling –
  - Customary Tip (No specific amount)
  - # of pieces of baggage handled will be shown

# Reimbursable Expenses

Allowable Tips:

- Separate Govt. and Civilian bags handled



# Reimbursable Expenses

Special Conveyance:

-If rental car is authorized the following may be reimbursed:

- Gasoline
- Oil
- Extra Collision Ins.  
(Outside CONUS only)



# Reimbursable Expenses

## Government Conveyance:

- Use is limited to official business. To/from lodging and to/from place to eat
- The following may be reimbursed:
  - Gas, oil - Non personal services
  - Parking - Storage - Repairs

# Reimbursable Expenses

## Registration Fees:

- Are meals provided? They must be authorized in orders.

## Communication Services:

- Local official phone calls
- Long Distance calls (must be itemized)





# Reimbursable Expenses

Travelers Checks:

- Cost of travelers checks

ATM Fees:

- 2% of amount advanced or \$2.00, whichever is greater



# Reimbursable Expenses

In and Around mileage:

- Mileage between lodging and place of TDY and place to eat

Taxes at Hotels:

- Taxes for hotels are not included in hotel cost, they are a separate reimbursable expense



# Reimbursable Expenses

Energy Surcharge:

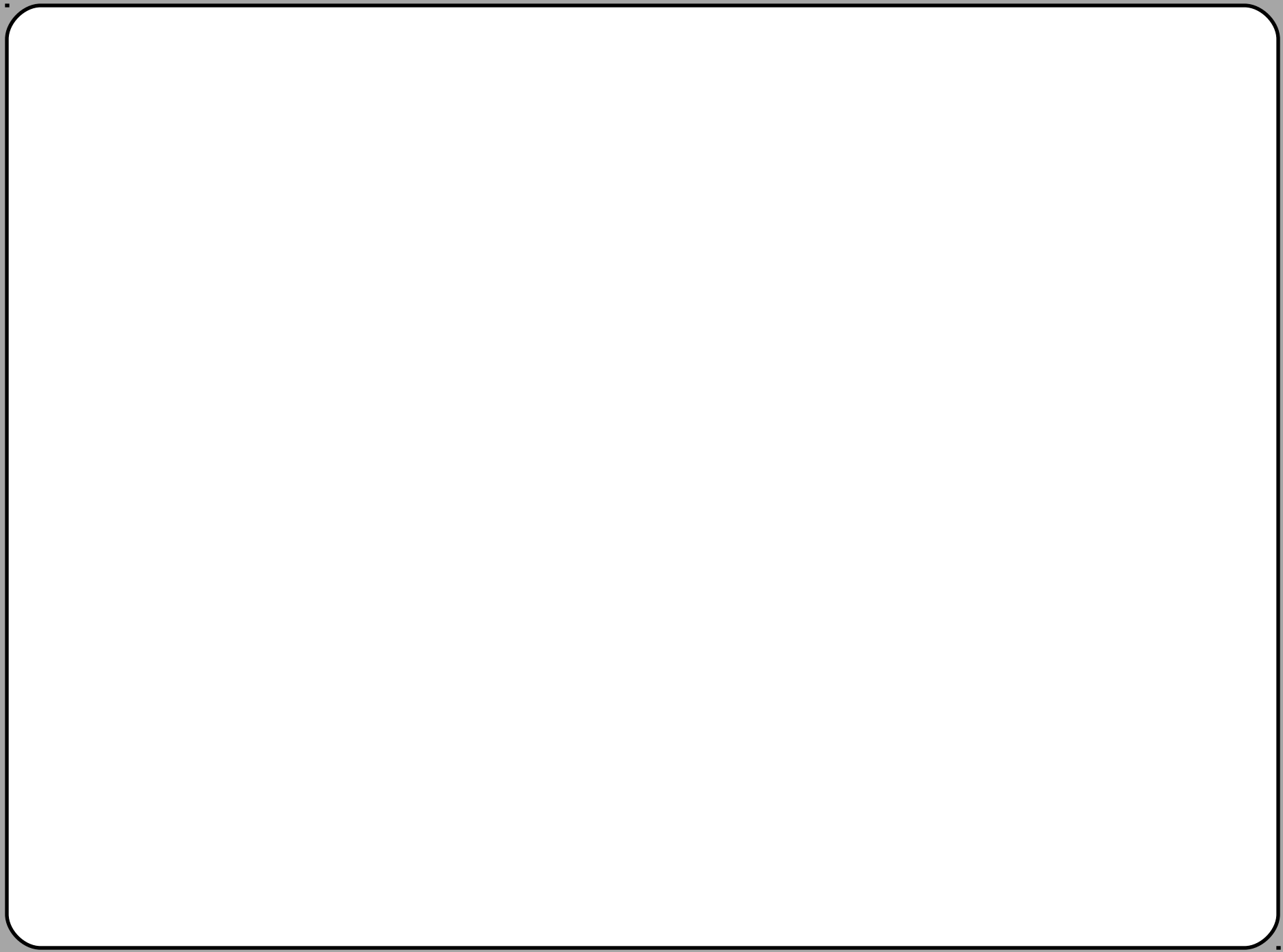
- Reimbursed as a miscellaneous reimbursement



# Reimbursable Expenses

Receipts: Required for the following:

- All Lodging costs
- All Rental Cars
- Conference Fees, along with a statement about meals
- Airfare
- Other expenses \$75.00 or more



# Per Diem for TDY

# Per Diem

Designed to cover the cost of:

- Incidental Expenses
- Lodging
- Meals





# Per Diem

Day to day allowance based on locality

Day of departure and day of return to PDS is always paid at 75% of the applicable rate





# Per Diem

When is P/D not payable:

- Any period of Field Duty
- Any period of inpatient at a hospital
- Aboard a government vessel when messing is available

# Per Diem

When is P/D not payable:

- Any period of Group travel (except for meals/qrts necessarily procured)



# Per Diem

There are three Meal types of P/D:

## **-Government Mess**

**At no charge** - field duty, group travel, sea duty

**At cost** - military chow hall but member pays for meals.



# Per Diem

**Proportional Meals** subsistence is paid when one or two government meals are not available or as determined by the order writer

**Commercial Mess** All meals purchased from other than GOVT mess.

# Per Diem

## **Incidental Expense**

Any expense incurred not covered by meal or lodging cost. They can include:

CONUS rate is \$5.00

OCONUS rate is \$3.50 (if lodging is on a U.S. installation)

# Per Diem

## **Lodging Expense**

- Government Quarters – Sleeping accommodations owned or leased by the U.S. government
- Lodging expense is all costs for lodging not to exceed the max locality rate

# Per Diem

## **Lodging Expense (cont)**

- Lodging with friends/relatives – no cost for lodging is authorized
- Dual Lodging – Lodging at more than one location

# Per Diem

## **P/D rates:**

- Stopovers – Authorized delays in travel
- Full Day rates

CONUS – \$11.55 plus \$5.00 = \$16.55

OCONUS – \$11.55 plus \$3.50 = \$15.05



# Per Diem

**TDY more than 12 hours but less than 24:**

-75% of the locality rate, if more than one, use highest amount

**Proportional meal rate:**

Local meal rate + 11.55

Divide by 2, round to the nearest dollar

$36.00 + 11.55 = 47.55$  divided by 2 = 23.77

**$24.00 + 5 = 29.00$**

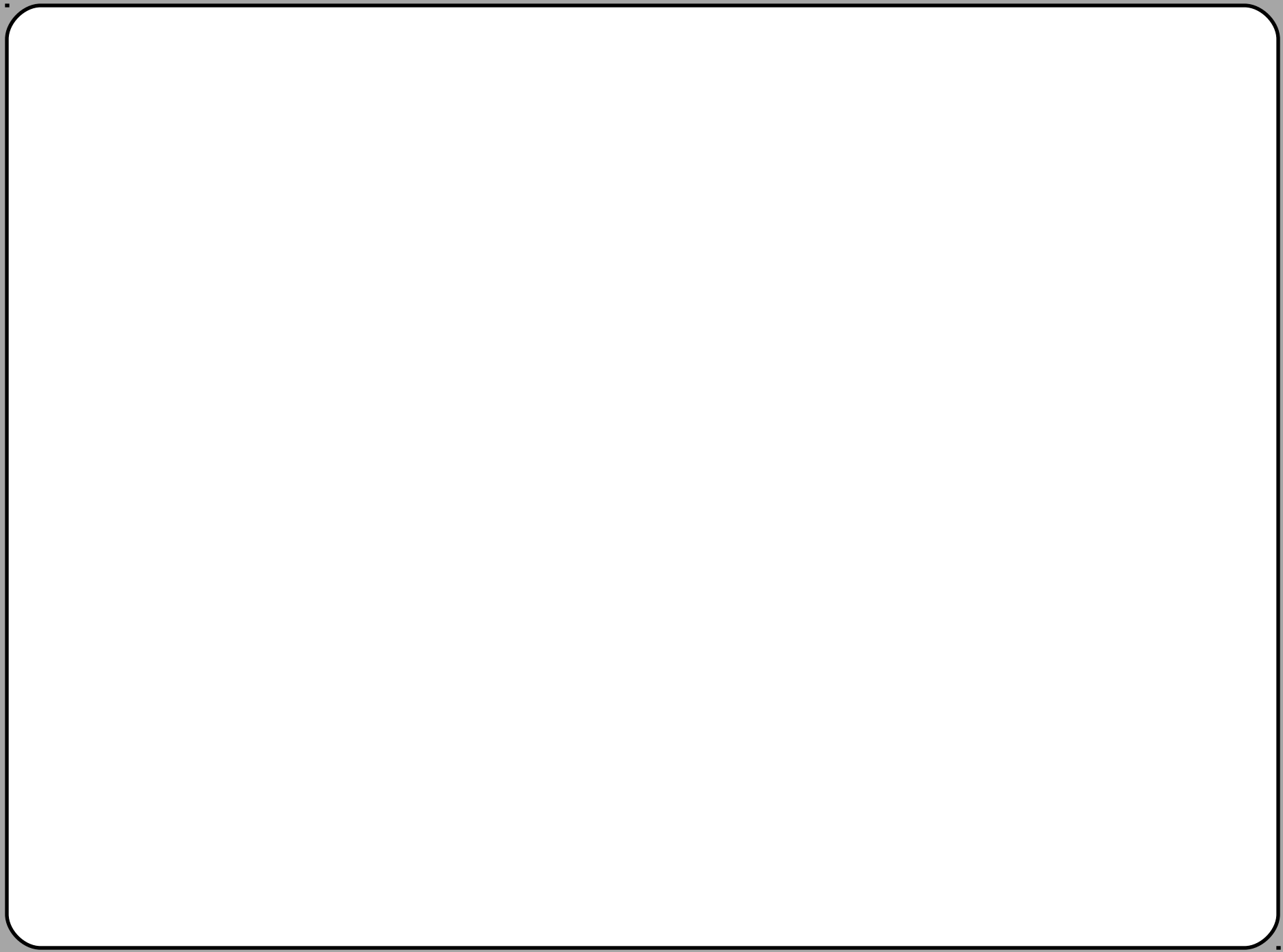
# Field Duty, Ship, Inpatient

1. Travel Day
2. Day at the TDY site and Commercial Messing is being paid, one or two meals were provided at no cost to the member: Pay **Proportional Per Diem**

# Field Duty, Ship, Inpatient

3. Day at the TDY site and Govt. Messing is being paid, one or two meals are provided at no cost to the member: Pay the **GOVT. MEAL RATE** (\$11.55) minus meals provided.

4. All three meals provided at no cost: Pay only the **INCIDENTAL EXPENSE**



# **Appropriation Data for TDY**

# Terms used in Appropriations

**Appropriations** is a law by which ~~Appropriations~~ are made out of any money in the treasury not otherwise appropriated.

**Fiscal Year**...for the government begins October 1st and ends September 30th of the following calendar year.

# Types of Appropriation Data

- Annual
  - Pay and Allowances / PDT Travel
- Continuing
  - Ship Building Project
- Current
  - This Fiscal Year (TDY)

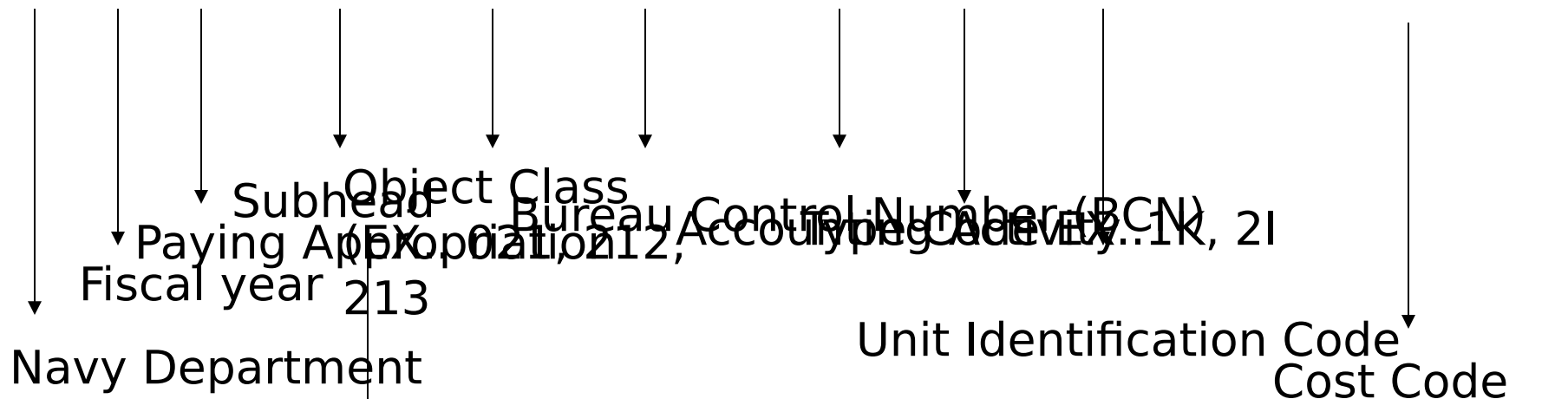
# Types of Appropriation Data

- Expired
  - Last Years Appropriation
  - Can be used for 2 years
- Lapsed
  - No Longer available for use
  - 3 or more Fiscals years ago



# Appropriation Data

17 x 1106 27A0 000 60909 060909 2D 001020 82501411DO2F



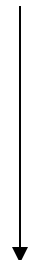
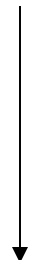
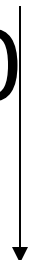
First two digits = Admin office

Second two = Purpose

# Standard Document Number

M 60909 0X TO

E1020



Military Department    Document Activity    Type of document    Year    Serial Number

N=Navy

M=Marines



# **Travel Advances TDY**

# TDY Travel Advances

- General Policy
- Government Charge Card
- Non Charge Card Holders
  - EFT is preferred
  - Cash may be authorized
- Max allowed must be on orders



# TDY Travel Advances

- Advances may be paid for:
  - Actual Expense Allowances (AEA)
  - Reimbursable Expenses
  - Advanced Lodging Deposits
  - Per Diem
  - POC Mileage



# TDY Travel Advances

- Statements on the orders applying to advances:
  - Card not Authorized for use (PDT,TCS)
  - Member does not have a card
  - Card not accepted at TDY location



# Example #1

Mileage, Meals, and Lodging

Quantico is \$41 -

Quarters \$8.00 d

346 x 2 = 692 Mil

346 x 2 x .5

Step One:

Step Two:

Step Three:

Step Four:

Mileage from DTOD

$$(41+5) 75\% + 8 = \$42.50$$

$$\$277.64$$

$$(11.55+5)+8)(11) = \$270.05$$

$$\$661.70$$

$$(41+5) 75\% = \$34.50$$

$$\$347.05$$

$$\$347.05 \times 80\% =$$

**Compute** =

Amount Paid =



## Example #2

Meals, and Lodging

Kansas City is \$51

Max Lodging \$107

Step One:

Step Two:

Step Three:

Determine Q/M Status

$$(51+5) 75\% + 107 = 149.00$$

$$(51+5)+107)(23)=3749.00$$

$$\text{\$}3152.00$$

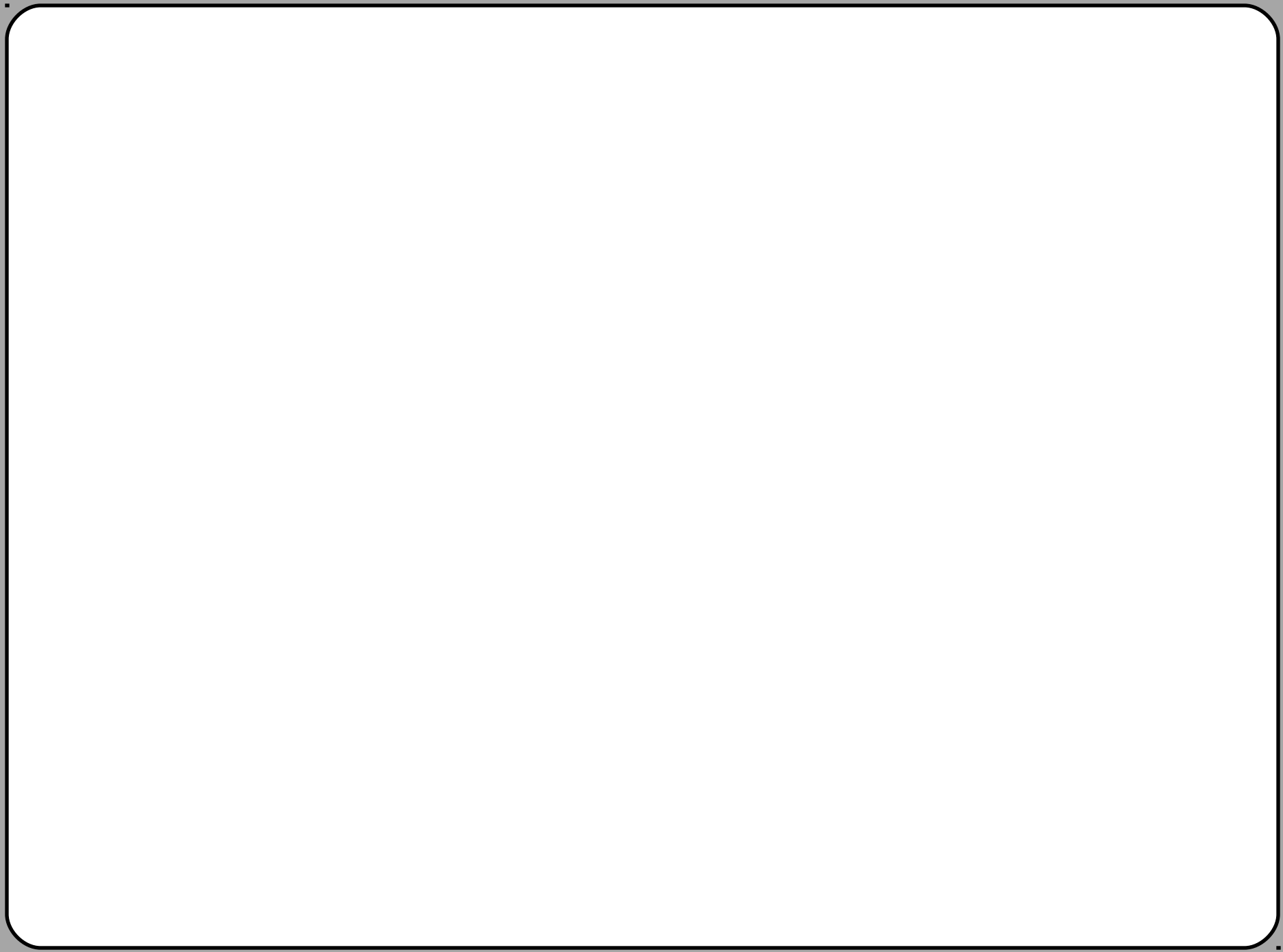
$$(51+5) 75\% = \frac{42.00}{}$$

$$\text{\$}3940.00$$

$$\text{\$}3152.00$$

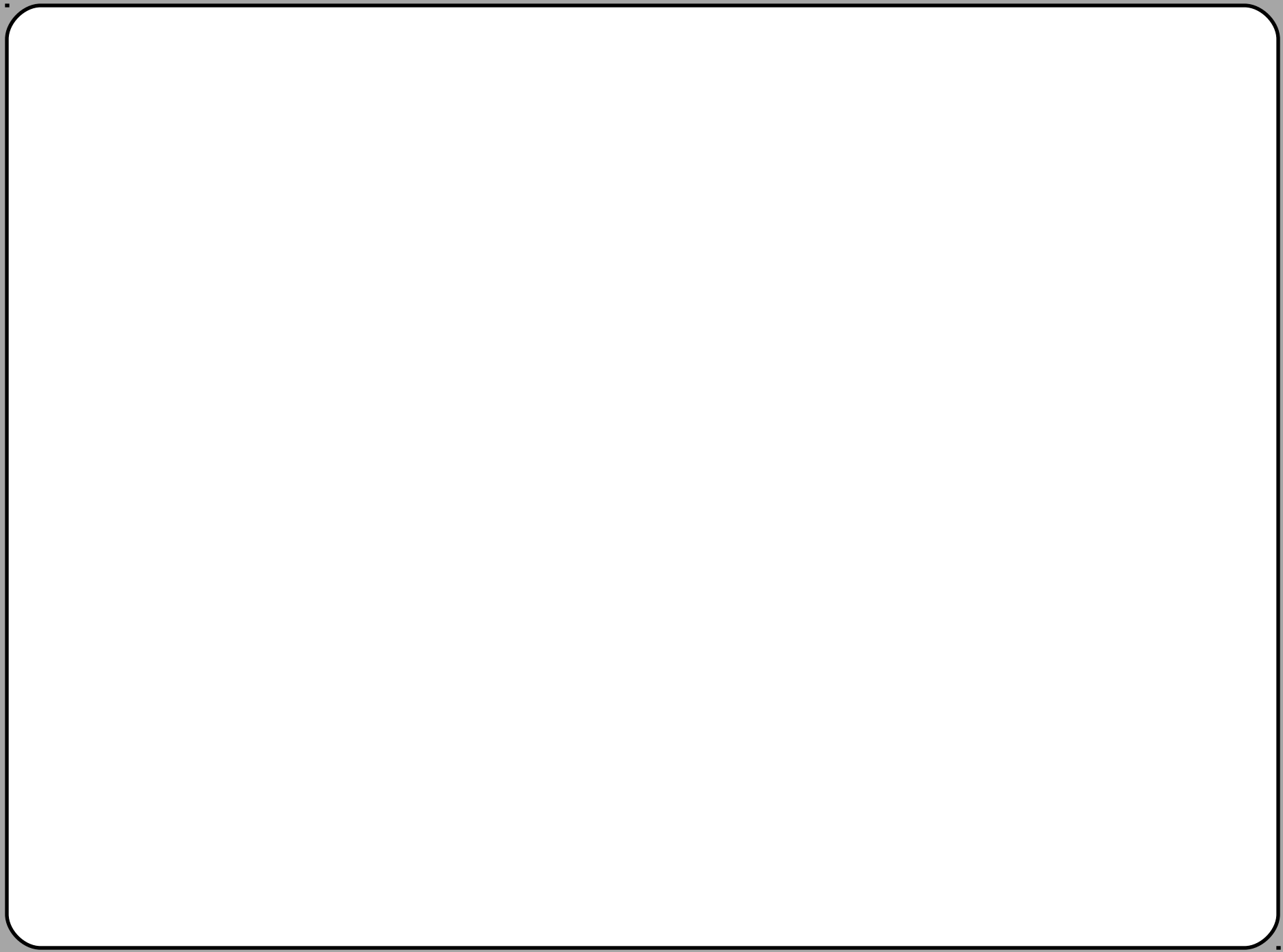
$$\text{\$}3940.00 \times 80\% =$$

**Compute**



# Practical Application





# SUMMARY

During this lecture we discussed:

1. Temporary Duty Orders
2. Travel orders and endorsements required.
3. Information traveler is required to put on DD  
1351-2
4. Travel Status
5. Travel Time Allowable
6. Basis for official distance
7. Transportation entitlements

# SUMMARY

During this lecture we discussed: (cont)

- 8. Leave taken in connection with TDY
- 9. Reimbursable expenses
- 10. Per Diem allowance for temporary duty
- 11. Appropriation data for TDY
- 12. Advances for TDY
- 13. Integrated automated Travel System (IATS)

